



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

|   |                                  |  |  |
|---|----------------------------------|--|--|
| Title<br><b>Investigator Trainee<br/>[Classified Non-Competitive]</b>   |                                  |  | Salary<br><b>P95<br/>\$43,094.21</b>   |
| Posting Number<br><b>85-16</b>  | Position Number<br><b>653277</b> | Number of Positions<br><b>1</b>  | Posting Period *<br>From: <b>7/20/16</b> To: <b>8/3/16</b>                   |
| Location:<br><b>Criminal Investigation Unit<br/>369 S. Warren Street, Trenton</b>   |                                  |  | Scope of Eligibility/Open to:<br><b>Applicants who Meet the Requirements</b> |
| <b>GENERAL DESCRIPTION</b>  |                                  |  |  |
| <p>Under the supervision of a senior investigator or supervisor conduct criminal history reviews and general background checks on applicants for licensure, certification, or employment in health care facilities. Learns to conduct more complex administrative and criminal investigations at the direction of supervisors. Completes thorough investigation reports. Assists in the maintenance of investigation records. Utilizes State computer systems from the State Courts, State Police and other commercial databases to obtain information.</p> <p>Under supervision, performs field investigations involving alleged criminal and administrative violations of laws and regulations, including (but not limited to) license fraud. May be required to testify in different courts.</p> |                                  |  |  |
| <b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>   |                                  |  |  |
| <p><b>Education:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>License:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>  |                                  |  |  |
| <b>FILING INSTRUCTIONS</b>  |                                  |  |  |
| Forward your cover letter, resume and application for employment** to:<br><br><b>Jill Velez, Executive Assistant 3<br/>Office of Commissioner<br/>Reference Posting #85-16<br/>New Jersey Department of Health<br/>PO Box 360<br/>Trenton, NJ 08625-0360</b>  |                                  | You can reply to this posting by emailing your cover letter, resume and application for employment to:<br><br><b>PSTOC@doh.nj.gov</b><br><br>* Resumes received after the closing date MAY be considered if the position is not filled.<br>** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a> |  |

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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